

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

**COMMAND AUDIT OF SPECIAL
PROJECTS SECTION**



FINAL REPORT

MAY 22, 2009

Memorandum

Date: May 22, 2009

To: Office of the Commissioner
Attention: Commissioner J. A. Farrow

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.A13471.010

Subject: FINAL 2008 COMMAND AUDIT REPORT OF SPECIAL PROJECTS
SECTION

In accordance with the Institute of Internal Auditors, *International Standards for the Professional Practice of Internal Auditing* § 2020, issued by the Institute of Internal Auditors, Government Code §13887 (a)(2), and the California Highway Patrol Audit Charter, I am issuing the 2008 Command Audit Report of Special Projects Section. The audit focused on the command's contracts and purchasing.

The audit revealed the command has adequate operations. However, some weaknesses were observed. This report presents suggestions for management to improve on some of its operations. In doing so, operations would be strengthened and the command would ensure it is operating in compliance with policies and procedures. We have included our specific findings, recommendations, and other pertinent information in the report. Special Projects Section agreed with the findings and plans to take corrective actions to improve its operations. The command will be required to provide quarterly updates to the Office of Inspections on the progress of their corrective action plan implementation until the command has resolved all deficiencies. Additionally, the Office of Inspections plans on conducting a follow-up review within one year from the date of the final report.

Additionally, in accordance with the *International Standards for the Professional Practice of Internal Auditing* and Government Code §13887 (a)(2), this report, the response, and any follow-up documentation is intended solely for the information and use of the Office of the Commissioner; Office of the Assistant Commissioner, Staff; Office of the Assistant Commissioner, Inspector General; Office of Legal Affairs; Office of Inspections; Planning and Analysis Division, and Special Projects Section. Please note this report restriction is not meant to limit distribution of the report, which is a matter of public record pursuant to Government Code 6250 et seq.

Safety, Service, and Security

Office of the Commissioner
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May 22, 2009

The Office of Inspections would like to thank Special Projects Section's management and staff for their cooperation during the audit. If you need further information, please contact Assistant Chief Ken Hill at (916) 843-3005.


M. C. A. SANTIAGO
Assistant Commissioner

cc: Office of the Assistant Commissioner, Staff
Office of Legal Affairs
Office of Inspections
Planning and Analysis Division
Special Projects Section ✓

BUSINESS, TRANSPORTATION AND HOUSING AGENCY

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND AUDIT OF SPECIAL PROJECTS SECTION

OFFICE OF INSPECTIONS, AUDITS UNIT

MAY 22, 2009

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EXECUTIVE SUMMARY

The Commissioner has the responsibility, by statute, to enforce laws regulating the operation of vehicles and use of highways in the State of California and to provide the highest level of safety, service, and security to the people of California. Accordingly, the Office of the Commissioner directed the Office of Inspections, Audits Unit, to perform an audit of a command selected by each Division. The Planning and Analysis Division selected the Special Projects Section.

The California Highway Patrol's (CHP) 2008-2009 Strategic Plan highlights the mission statement which includes five broad strategic goals designed to guide the CHP's direction. One strategic goal is to continuously look for ways to increase the efficiency and/or effectiveness of departmental operations.

The audit scope period covered the twelve months prior to the start of the audit field work. However, to provide a current evaluation of the command, primary testing was performed of business conducted during the final six months of fiscal year 2007-2008.

Based on the review of the Special Projects Section's operations, this audit revealed it has complied with most operational policies. However, some weaknesses were observed. The following is a summary of the identified weaknesses:

Contracts

- The command did not always maintain the Drug Free Workplace Certification (STD. 21) and/or Payee Data Record (STD. 204) forms for its X number contract files.
- Some contracts were signed by both contract parties after the contract start date.

Please refer to the Findings and Recommendations section for detailed information.

AUDIT REPORT

INTRODUCTION

To ensure the California Highway Patrol's (CHP) operation is efficient and/or effective and internal controls are in place and operational, the Office of the Commissioner directed the Office of Inspections, Audits Unit, to perform an audit of a command selected by each Division. Planning and Analysis Division selected Special Projects Section.

The CHP's 2008-2009 Strategic Plan highlights the mission statement which includes five broad strategic goals designed to guide the CHP's direction. One strategic goal is to continuously look for ways to increase the efficiency and/or effectiveness of departmental operations. This audit will assist the CHP in meeting its goal.

OBJECTIVE AND SCOPE

The objective of the evaluation is to determine if the command has complied with operational policies and procedures that provide managers with reasonable, but not absolute, assurance departmental operations are being properly executed. The audit period was twelve months prior to the start of the audit field work. However, to provide a current evaluation of the command, primary testing was performed of business conducted during the final six months of fiscal year 2007-2008. This audit included the review of existing policies and procedures, as well as, examining and testing recorded transactions, to determine compliance with established policies, procedures, and good business practices. The audit field work was conducted from October 15 - 23, 2008.

METHODOLOGY

Each Division commander selected one command to be audited regarding their cash receipts, contracts, evidence, purchasing, reimbursable service contracts, and advanced payments for predetermined services. Additionally, the Division commander could select any of the following topics: asset forfeiture, fleet operations, personnel records, and strategic plan reporting. The Planning and Analysis Division commander did not select any of the optional topical areas for audit. When preparing for the audit, and due to limited auditing resources, reimbursable service contracts was reduced to an examination of the Driving Under the Influence (DUI) Cost Recovery Program and advanced payments for predetermined services was reduced to Wide Load Services. Also, the audit of evidence was limited to guns, drugs, and money. Sample selection of areas to be audited was primarily random or judgmental. Whenever possible, the use of risk assessment was used to select a sample containing the highest probability of risk to the command. Furthermore, the auditors reviewed prior audit reports and findings.

OVERVIEW

Cash Receipts: The command does not handle or maintain cash receipts.

Contracts: Contracts appear to be processed according to departmental policy, but some weaknesses were present. The command did not always maintain the Drug Free Workplace Certification (STD. 21) and Payee Data Record (STD. 204) forms for its X number files. Some contracts were signed by both contract parties after the contract start date.

Evidence: The command does not handle or maintain evidence.

Purchasing: Purchases appear to be processed according to departmental policy. There were no reportable observations in the purchasing cycle.

Reimbursable Service Contracts: The command does not handle or maintain reimbursable services for DUI cost recovery.

Advance Payments for Predetermined Services: The command does not handle or maintain advance payments for Wide Load Services.

This audit revealed the command has adequate operations, nevertheless, weaknesses were discovered, which if left unchecked could have a future negative impact on the command and Department operations. These weaknesses should be addressed by management to maintain the command's compliance with appropriate laws, regulations, policies, and procedures. The findings and appropriate recommendations are presented in this report.

As a result of changing conditions and the degree of compliance with policies and procedures, the efficiency and effectiveness of operations change over time. Specific limitations may hinder the efficiency and effectiveness of an otherwise adequate operation include, but are not limited to, resource constraints, faulty judgments, unintentional errors, circumvention by collusion, fraud, and management overrides. Establishing compliant and safe operations and sound internal controls would prevent or reduce these limitations; moreover, an audit may not always detect these limitations.

m o r a n d u m

Date: April 1, 2009

To: Special Projects Section
Attention: Commander R. M. Nannini

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.A13708.010

Subject: DRAFT 2008 COMMAND AUDIT REPORT OF SPECIAL PROJECTS SECTION

Attached is the draft audit report of the Special Projects Section. Please review the report for accuracy. For each audit finding listed in the Findings and Recommendations section of the audit report, please prepare your written disposition to each finding (e.g., agree or disagree). If you agree with the finding, indicate so next to the finding(s) and submit the proposed corrective plan. If you disagree with the finding, indicate so next to the finding(s), include the reason you disagree, and provide supporting documentation to support your position. For any disagreement with a finding, the Office of Inspections (OISP), Audits Unit, will review the reason and documentation provided, and then may delete, revise or maintain their finding. Additionally, if necessary, the OISP may rebut your response. Your written response to each finding and any OISP rebuttal will be included into the final report. The OISP, Audits Unit, requests your response by May 1, 2009.

~~After the final report is issued, you will be required to provide quarterly updates to OISP on the progress of your corrective action plan implementation until your command has resolved all deficiencies.~~ Additionally, the OISP plans on conducting a follow-up review within one year from the date of the final report.

We would like to thank your command for their assistance during this audit. If you have any questions or need additional information, please contact Assistant Chief Ken Hill at (916) 657-7255.


M. C. A. SANTIAGO
Assistant Commissioner

Attachment

cc: Planning and Analysis Division
Office of Inspections, Commander

Safety, Service, and Security

Memorandum

Date: June 25, 2009

To: Office of Inspections, Audit Unit

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Special Projects Section

File No.: 052.A7471.A6855.052.2009-440qtr2action.doc

Subject: **QUARTER REPORT OF CORRECTIVE ACTION PLAN – FINAL 2008**
COMMAND AUDIT REPORT OF SPECIAL PROJECTS SECTION

Special Projects Section (SPS) concurs with two recommendations listed in the attached Final 2008 Command Audit Report of SPS. Corrective actions include the following:

- Finding #1: The command did not always maintain the Drug Free Workplace Certification (STD. 21) and/or Payee Data Record (STD. 204) forms for its X number contract files.

Corrective Action: SPS managers and supervisors are aware of the deficiency and developed and distributed the attached SPS Fiscal Accountability Checklist in October 2008. Follow up procedures were conducted by Lieutenant Ryan Stonebraker, #15648, and Business Services Section (BSS) managers provided policy and procedures training to SPS employees on December 2-3, 2008. A staff training day was also conducted on March 5, 2009. The anticipated completion date for signed STD. 21 and STD. 204 documents from vendors is August 1, 2009.

- Finding #2: Some contracts were signed after the contract start date.

Corrective Action: Accomplished. SPS managers, supervisors, and affected employees discussed contract signature dates during the staff training day held on March 5, 2009. All contract requests (CHP 78) forms are submitted six to nine months prior to a project's start date, and suspended until the signed Standard Agreement (STD 213) and Agreement Summary (STD 215) documents are received from BSS Contract Services Unit. The SPS command files and attached SPS Master Contract List are routinely audited each month to ensure compliance.

If you have any questions or need additional information, please do not hesitate to contact me in SPS at extension 4242, or Lieutenant Stonebraker at extension 4239.



R. M. NANNINI, Staff Services Manager III
Commander

Attachments

cc: Planning and Analysis Division

Safety, Service, and Security

OPI 052 CONTRACTS - SPECIAL PROJECTS SECTION

NUMBER	CHP CONTRACTUAL AGREEMENTS TITLE	DURATION DATES	OBJECT CODE	FUND AMOUNT	FUND SOURCE	FUND CODE OR GRANT NAME	LEGISLATION OF GRANT NUMBER
052MS-05/06	SHARP ELECTRONICS CORP. (COPIER-LIBRARY)	7/1/06 - 6/30/11	3076/244	\$924 per FY	90500	CMAS Maintenance Contract 1S-05-36-20	64506C
041MS-08/09	CANNON USA (COPIER-SPS OFFICE)	7/1/08 - 6/30/13	3076/244	\$1,620 per FY	96501	CMAS Maintenance Contract 3-01-36-0027A	PO #042H6097
4C052000	CA PEACE OFFICER'S MEMORIAL FOUNDATION	10/1/04 - 12/31/11	3052/570.01	\$0 (flow-thru agency)	97400	Revenue & Taxation Code Sect. 18807	AB 43 Chaptered 9/2
5C052006-0	BAKERSFIELD POLICE DEPARTMENT (PD)	3/1/06 - 2/28/07	3052/239.02	\$20,000	70439	Pedestrian Corridor Safety Project	PS0615
5C052008-0	VICTORVILLE PD	5/1/06 - 4/30/07	3052/239.02	\$6,666	70419	Safe Highway Coalitions (Hwy. 395)	PT0507
5C052010-0	ADELANTO PD	5/1/06 - 4/30/07	3052/239.02	\$6,666	70419	Safe Highway Coalitions (Hwy. 395)	PT0507
5C052011-0	HESPERIA PD	5/1/06 - 4/30/07	3052/239.02	\$6,666	70419	Safe Highway Coalitions (Hwy. 395)	PT0507
5C052014-0	MODESTO PD	5/1/06 - 4/30/07	3052/239.02	\$20,000	70439	Pedestrian Corridor Safety Project	PS0615
6C645002-0	SAN DIEGO PD (Rev. Feb-09; SDPD Signed after 3/31/09)	4/1/07 - 9/30/09	3052/418	\$17,500	70461	I-5 & I-805 DUI Corridor Safety Project	AL0740
6C052011-0	REGENTS OF UC SANTA BARBARA (UCSB)	4/1/07 - 5/31/08	3052/418	\$63,250	70460	College DUI Corridor - UCSB	AL0734
6C052012-0	THOMPSON-WESTLAW (Account #1000544472)	3/1/07 - 6/30/08	3050/239.02	\$18,114	90500	Motor Vehicle Account State Transportation	Master Service Agree
6C052017-0	ALCOHOLIC BEVERAGE CONTROL (ABC) - SAN DIEGO COUNTY	4/1/07 - 3/31/09	3052/418	\$17,500	70461	I-5 & I-805 DUI Corridor Project	AL0740
6C052018-0	CHULA VISTA PD	4/1/07 - 3/31/09	3052/418	\$17,500	70461	I-5 & I-805 DUI Corridor Project	AL0740
6C052019	NATIONAL CITY PD	4/1/07 - 3/31/09	3052/418	\$17,500	70461	I-5 & I-805 DUI Corridor Project	AL0740
6C052020	SAN DIEGO COUNTY PROBATION	4/1/07 - 3/31/09	3052/418	\$7,500	70461	I-5 & I-805 DUI Corridor Project	AL0740
6C052023-0	SAN DIEGO CO SHERIFF'S DEPARTMENT (SD)	4/1/07 - 3/31/09	3052/912	\$17,500	70461	I-5 & I-805 DUI Corridor Project	AL0740
6C052024-0	ABC - SANTA BARBARA COUNTY	4/1/07 - 5/31/09	3052/418	\$5,000	70460	College DUI Corridor - UCSB	AL0734
6C052022-0	SANTA BARBARA COUNTY SD	4/1/07 - 3/31/09	3052/418	\$10,000	70460	College DUI Corridor - UCSB	AL0734
7C052001-0	MOTORCYCLE SAFETY FOUNDATION	1/1/08 - 12/31/09	3052/418	\$2,730,000	96501	California Motorcyclist Safety Program	CVC 2930-2935
7C052004-0	ARCATA PD	9/1/07 - 10/31/08	3052/418	\$15,500	70462	College DUI - CA State University, Humboldt (CSU Humboldt)	AL0734
7C052005-0	CSU HUMBOLDT - HUMBOLDT SPONSORED PROGRAM FOUNDATION	9/1/07 - 10/31/08	3052/418	\$9,500	70460	College DUI - CA State University, Humboldt (CSU Humboldt)	AL0734

RED FONT: UNSIGNED OR AMENDED CONTRACT IN PROGRESS.

OPI 052 CONTRACTS - SPECIAL PROJECTS SECTION

NUMBER	CHP CONTRACTUAL AGREEMENTS TITLE	DURATION DATES	OBJECT CODE	FUND AMOUNT	FUND SOURCE	FUND CODE OR GRANT NAME	LEGISLATION OF GRANT NUMBER
7C052006	ABC - MONTEREY COUNTY	8/1/07 - 9/30/09	3052/418	\$10,000	70461	SR-1 DUI Corridor Project (Monterey Co)	AL0740
7C052007-0	CSU HUMBOLDT - HUMBOLDT SPONSORED PROGRAM FOUNDATION	9/1/07 - 10/31/08	3052/418	\$63,250	96501	Support Funds - All Programs College DUI - CA State University, Humboldt (CSU Humboldt)	AL0734
7C052008-0	FAIRFIELD PD	1/1/08 - 3/31/09	3052/418	\$10,000	70466	Safe Highway Coalitions II (Hwy. 12)	PT0825
7C052009-0	RIO VISTA PD	1/1/08 - 3/31/09	3052/239.02	\$10,000	70466	Safe Highway Coalitions II (Hwy. 12)	PT0825
7C052010-0	SUISUN PD	1/1/08 - 3/31/09	3052/418	\$10,000	70466	Safe Highway Coalitions II (Hwy. 12)	PT0825
7C052011-0	PLACER COUNTY SD	4/1/08 - 3/31/09	3052/239.02	\$30,000	70465	Pedestrian Corridor Safety Project (SR-28)	PS0801
8C052000-0	KERN COUNTY PROBATION	9/1/08 - 9/30/09	3052/418	\$10,000	70461	SR-184 DUI Corridor Project (Kern Co)	AL0740
8C052001	ABC - KERN COUNTY	9/1/08 - 9/30/09	3052/418	\$10,000	70461	SR-184 DUI Corridor Project (Kern Co)	AL0740
8C052002	THOMPSON-WESTLAW (Account #1000544472)	12/1/08 - 6/30/10	3050/239.02	\$17,112	90500	Westlaw Electronic Library - Loc Codes: (052, 008, 006, 012, 009)	Departmental
8C052005-0	SAN DIEGO COUNTY SD	4/1/09 - 3/31/10	3052/418	\$20,000	70476	SR-67 DUI Corridor (San Diego Co)	AL0930
8C052006-0	SAN DIEGO COUNTY PROBATION	4/1/09 - 3/31/10	3052/418	\$10,000	70476	SR-67 DUI Corridor (San Diego Co)	AL0930
8C052010-0	LOS ANGELES PD	6/1/09 - 5/31/10	3052/418	\$20,000	70476	US-101 DUI Corridor (LA County)	AL0930
82052011-0	LOS ANGELES SD	6/1/09 - 5/31/10	3052/418	\$20,000	70476	US-101 DUI Corridor (LA County)	AL0930
8C052004-0	CSU, LOS ANGELES PD	4/1/09 - 5/31/10	3052/418	\$15,000	70477	College DUI (CSU, Los Angeles)	AL0945
(Pending)	CSU, LOS ANGELES-STUDENT HEALTH CENTER	5/1/09 - 5/31/10	3052/418	\$27,800	70477	College DUI (CSU, Los Angeles)	AL0945
(Pending)	SAN DIEGO PD	6/1/09 - 5/31/10	3052/418	\$12,500	70477	College DUI (UC, San Diego)	AL0945
(Pending)	UCSD Student Affairs/Student Development	6/18/09 - 7/31/10	3052/415	\$28,000	70477	College DUI (UC, San Diego)	AL0945
8C052015-0	CSU, SAN DIEGO PD	6/1/09 - 7/31/10	3052/418	\$12,500	70477	College DUI (CSU, San Diego)	AL0945
8R052000	Caltrans/CHP MAZEPP	3/1/09 - 2/29/12	2720-001-0044	\$21,469,753	56A0225	MAZEPP Contract	Motor Vehicle Accor State Transportat
(Pending)	Grass Valley PD	6/1/09 - 7/31/10	3052/418	\$13,999		Safe Hwy. Coalitions III (Buttonwillow)	PT0907
RED FONT: UNSIGNED OR AMENDED CONTRACT IN PROGRESS.							

OPI 052 CONTRACTS - SPECIAL PROJECTS SECTION

[illegible]

SPS FISCAL ACCOUNTABILITY PROCEDURES

October 2008

Contracts

1. Develop initial CHP 78 Contract Request form and include:
 - Request project folder from clerical/administrative staff. ☐
 - Initiate city or county resolution for contractual services. ☐
 - Letter(s) of support, cover copy of OTS-38 face page only, etc. ☐
 - Copy of county or city resolution. ☐
 - Your name and telephone number as lead contact for any questions. ☐
 - Original CHP 78, signed CHP 78S Conflict of Interest – Employee form, and other attachments to Contract Services Unit (CSU). ☐
 - One copy for SPS-052 command files and entry into master contract log. ☐
 - One copy to 30-day command suspense files until receipt of signed agreement. ☐
 - Copy of signed agreement to SPS-052 command files. ☐
 - Forward copy of signed agreement to GMU grant analyst. ☐
 - Forward copy of signed agreement to applicable Area command. ☐
 - Invoices & Envelopes – The contract coordinator is responsible for routing original invoices/envelopes to the SPS commander for stamp/date approval. ☐

Subpoenas

2. Determine if criminal or civil and include:
 - Check name of employee and court appearance date. ☐
 - Clerical enters information into subpoena tracking log. ☐
 - Determine if subpoena is “criminal” or “civil” – If civil, we are required¹ to take the following action:
 - Please log information into the SPS Project Tracking Log (PTL) and set the project due date 30 days from the court date listed on the subpoena.
 - Make one copy of civil subpoena and highlight the employee’s name and court date. Note the PTL number in the top right corner and suspense for 30 days from the court date in the suspense file located in the OSSI (Marie Chapa) desk files.
 - Route the project folder, civil subpoena, and a blank CHP 90-Report of Court Appearance - Civil Action, to the employee’s supervisor. The sergeant will note the employee’s court date on the Master SPS Monthly Calendar and forward the project folder, subpoena, and CHP 90 to the employee.
 - After 30 days, retrieve the suspended subpoena and inquire if a CHP 90 was turned in by employee. If not, please contact the sergeant or employee until a completed CHP 90 (including copy of subpoena and applicable travel expense claims) is processed to Accounting Section.²

¹ HPM 11.1 Administrative Procedures Manual, Chapter 10.

² This document is saved under the SPS Staff Support Unit electronic files.

SPS FISCAL ACCOUNTABILITY PROCEDURES

X-Numbers (Grant Funded)

3. Prior to service – Develop initial CHP 78X Service Request form and include:
- Request project folder from clerical/administrative staff. ☐
 - Send e-mail request to X-Number Coordinator in CSU. ☐
 - Include Vendor's name, address and telephone number.
 - Vendor's estimated price quote.
 - Vendor's small business/disabled veteran's ID number.
 - Date(s) of service.
 - Route copy of partially completed CHP 78X form to clerical staff for log. ☐
 - Clerical/administrative staff: Enter applicable data to master command log. ☐
 - Route STD 21 Drug Free Workplace and STD 204 Payee Data Record³ forms to vendor for completion and return prior to actual service date. ☐
 - Suspend CHP 78X form 7 days from ending service date until invoice arrives. ☐
 - When original invoice arrives, date/office stamp face of invoice and envelope. ☐

Within three business days of receipt of original invoice:

- Route CHP 78X, invoice, and approved e-mail to GMU for stamp-approval. ☐
- Route CHP 78X, invoice, and approved e-mail for commander's signature. ☐
- Upon signatures, **make three copies of each document** and route as follows: ☐
- Route all originals: CHP 78X form, invoice (plus two copies), CSU approved e-mail, STD 21 and STD 204 forms (if conference room rental: copy of attendee sign-in sheet) to X-number Coordinator in CSU. ☐
- One set copy for SPS-052 command files and final update entry to master log. ☐
- One set copy for SPS contract coordinator and update of expenditure log. ☐
- One set copy to GMU grant analyst files. ☐
- One copy of STD 21 and STD 204 form to command files – 3 year retention⁴. ☐

³ Original STD 21 and STD 204 forms sent to CSU are good for three years; 3-year retention in command files.

⁴ For each vendor, if STD 21 and STD 204 forms are on file in SPS and CSU, please ensure CHP 78X form is checked at bottom of form. You do not need to attach future copies of these forms for vendor if originals are on file at CSU.

SPS FISCAL ACCOUNTABILITY PROCEDURES

X-Numbers – Planning and Analysis Division (PAD) Funded

4. Prior to service – Develop initial CHP 78X Service Request form and include:
- Request project folder from clerical/administrative staff. ☐
 - Send e-mail request to X-Number Coordinator in **PAD**. ☐
 - Include Vendor's name, address and telephone number
 - Vendor's estimated price quote
 - Vendor's small business/disabled veteran's ID number
 - Date(s) of service
 - Route copy of partially completed CHP 78X form to clerical staff for log. ☐
 - Clerical/administrative staff: Enter applicable data to master command log. ☐
 - Route STD 21 Drug Free Workplace and STD 204 Payee Data Record forms to vendor for completion and return prior to actual service date. ☐
 - Suspense CHP 78X form 7 days from ending service date until invoice arrives. ☐
 - When original invoice arrives, date/office stamp face of invoice and envelope. ☐

Within three business days of receipt of original invoice:

- Route CHP 78X, invoice, and approved e-mail for commander's signature. ☐
- Upon signature, **make two copies of each document** and route as follows: ☐
- Route all originals: CHP 78X form, invoice (plus two copies), **PAD** approved e-mail, STD 21 and STD 204 forms (if conference room rental: attach copy of attendee sign-in sheet) to X-number Coordinator in CSU. ☐
- One set copy to PAD. ☐
- One set copy for SPS-052 command files and final update entry to master log. ☐
- One copy of STD 21 and STD 204 form to command files – 3 year retention. ☐

Purchase Requisitions (2007/08 Fiscal Year)

5. Please ensure the SPS Commander Binder – CHP 43 Purchase Requisition include:
- Copy of CHP 43s with approving command, GMU, and PAD signatures. ☐
 - Copy of CHP 315 Price Quotation form. ☐
 - Copy of signed CHP 78S Conflict of Interest – Employee form. ☐
 - Copy of pending STD 65 Purchase Order (PO) from PSU. ☐
 - Copy of PO to command suspense files until items are received. ☐
 - Upon receipt of items, note the date items received in PR Numbering Log and replace "pending" PO with copy of signed PO. Move to completed portion of command binder. ☐
 - Copy of applicable invoice(s) signed/dated by employee and date to FMS. ☐
 - Copy of signed CHP 266 Credit Memo reflecting location of equipment. ☐

ReDS Command File Procedures – Pending further direction from Office of Inspections.